

SUBMISSION OF FINGERPRINT CARDS

1. Purpose. To provide guidance for the submission of prisoner fingerprints as required by reference (a), Article 8304. Pages M-5 through M-7 of this instruction provide samples of forms to be used.

2. Definitions. As used in this document, the following definitions apply:

a. FD-249, Fingerprint Card, FBI Form for fingerprint specimens. (See page M-5 and M-6.)

b. FD-1-178, Requisition for Ordering Identification Supplies, FBI order form for identification supplies. (See page M-7.)

3. Policy. Applicable prisoner fingerprint and criminal history information shall be submitted to the Federal Bureau of Investigation (FBI) for inclusion in the computerized Criminal History file of the National Crime Information Center (NCIC).

4. Procedures

a. Applicability. Waterfront brigs/CCU's will submit fingerprints and criminal charges only if a prisoner meeting these criteria is to be released from the waterfront brig/CCU. If the prisoner is being transferred to a NAVCONBRIG from a waterfront brig/CCU, the NAVCONBRIG will submit the fingerprint cards.

b. Criteria. Fingerprint cards and criminal charges will be submitted on prisoners who meet the following criteria established by DOD Directive 1325.4 of 19 May 1988 (NOTAL);

(1) Sentenced to dismissal or punitive discharge;

(2) Convicted of an offense that is not "military unique" (e.g., unauthorized absence, disobedience, or disrespect). See page M-4 for a listing of reportable offenses.

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FBI REPORTABLE OFFENSES

Only certain UCMJ charges are reportable offenses and they shall be reported in the charge block of Form FD-249 as indicated under the columns "ENTER AS" and "BRIEF DESCRIPTION". If the offense does not appear on this list, do not report the charge to the FBI. Example: Service member guilty of UCMJ Article 124 - maiming, the Form FD-249 charge block should read "10 USC 924 - maiming".

<u>UCMJ ARTICLE</u>	<u>ENTER AS</u>	<u>BRIEF DESCRIPTION</u>
090	10 USC 890	ASSAULT
095A	10 USC 895A	ESCAPE
103A	10 USC 903A	LOOTING/PILLAGING
104	10 USC 904	AID ENEMY
106, 106A	10 USC 906	SPYING; ESPIONAGE
108B	10 USC 908B	SELL FIREARMS/EXPLOSIVES/ INCENDIARIES
110	10 USC 910	HAZARD VESSEL
111	10 USC 911	DRUNK DRIVING, PERSONAL INJURY
112	10 USC 912	USE, POSSESS, DISTRIBUTE DRUGS
116	10 USC 916	CAUSE/PARTICIPATE RIOT
118	10 USC 918	MURDER
119	10 USC 919	VOLUNTARY MANSLAUGHTER INVOLUNTARY MANSLAUGHTER
120	10 USC 920	RAPE; CARNAL KNOWLEDGE
121	10 USC 921	LARCENY, WRONGFUL APPROPRIATE OVER \$100
122	10 USC 922	ROBBERY WITH FIREARM
123	10 USC 923	FORGERY
124	10 USC 924	MAIMING
125	10 USC 925	SODOMY BY FORCE WITHOUT CONSENT WITH CHILD UNDER 16; OTHER
126	10 USC 926	ARSON
127	10 USC 927	EXTORTION
128	10 USC 928	ASSAULT AND BATTERY
129	10 USC 929	BURGLARY
130	10 USC 930	HOUSEBREAKING
131	10 USC 931	PERJURY
134	10 USC 934	ENTER DESCRIPTION IF MAX PUNISHMENT POSSIBLE IS MORE THAN ONE YEAR, E.G., ASSAULT WITH INTENT

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LEAVE BLANK FOR FBI USE		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI	
		LAST NAME <u>NAM</u>	FIRST NAME <u>JOHN</u>	NAME <u>JOSEPH</u>	
		NAME OBTAINED FROM SUBJECT			
STATE USAGE FOR STATE BUREAU USE		ALIASES <u>ROBERT SMITH</u>	CONTRIBUTOR O R I YOUR AGENCY & ORI WILL BE PREPRINTED BY THE FBI		
NATURE OF PERSON FINGERPRINTED MAY PROVE TO BE VALUABLE EVIDENCE		OTHER NAMES USED BY SUBJECT	DATE OF BIRTH <u>DOB</u> Month Day Year 7-18-48		
THIS DATA MAY BE COMPUTERIZED IN LOCAL STATE AND NATIONAL FILES		DATE ARRESTED OR RECEIVED <u>DOA</u> MONTH-DAY-YEAR	SEX <u>M</u>	RACE <u>W</u>	HEIGHT <u>72"</u>
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS YOUR SIGNATURE	YOUR NO. <u>OCA</u> NUMBER TO BE QUOTED IN FBI REPLY	WEIGHT <u>178</u>	EYES <u>BRO</u>	HAIR <u>BLK</u>
CHARGE	E.G. 1. ROBBERY-BUSINESS-GUN NCIC CODE: 1201 2. AGGRAV ASSLT-POL OFF-GUN NCIC CODE: 1310 3. POSSESS STOLEN PROP NCIC CODE: 2804	FBI NO. <u>FBI</u> INSERT FBI NO. IN THIS SPACE, IF KNOWN	PLACE OF BIRTH <u>POB</u> CITY & STATE		
FINAL DISPOSITION	1. IF FINAL DISPOSITION NOT NOW AVAILABLE, SUBMIT LATER ON FORM R-84. 2. SHOW INTERIM OR ARRESTING AGENCY DISPOSITION ON REVERSE SIDE OF THIS CARD.	SID NO. <u>SID</u> STATE/IDENT BUREAU NO. INSERT IF APPLICABLE	LEAVE BLANK		
		SOCIAL SECURITY NO. <u>SOC</u> INSERT IF KNOWN	CLASS		
		CAUTION <input type="checkbox"/>	REF.		
		NCIC CLASS - FPC			
A. INCLUDE H.C.I.C. UNIFORM OFFENSE CODE WITH CHARGE WHENEVER POSSIBLE.		IF SPECIAL CAUTION SHOULD BE USED WHEN DEALING WITH SUBJECT, CHECK (✓) CAUTION BLOCK AND EXPLAIN BASIS FOR CAUTION ON REVERSE SIDE IN APPROPRIATE BLOCK.			
B. PLACE STATE PENAL CODE NUMBERS OR LOCAL CITATION NUMBERS ON REVERSE SIDE IN STATUTE CITATION BLOCK					
1 R THUMB	2 R INDEX	3 R MIDDLE	4 R RING	5 R LITTLE	
C. HOSPITALS NEED ONLY USE WORD "PATIENT"		A. MUST BE IN CORRECT ORDER. B. IF DATE OF BIRTH UNKNOWN, LIST APPROXIMATE AGE.			
<h1>SPECIMEN FINGERPRINT CARD</h1>					
6 L THUMB	7 L INDEX	8 L MIDDLE	9 L RING	10 L LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L THUMB	R THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

MAKE CERTAIN ALL IMPRESSIONS ARE LEGIBLE,
FULLY ROLLED AND CLASSIFIABLE.

ALL INFORMATION REQUESTED IS ESSENTIAL.

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537

<p>PALM PRINTS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PHOTO AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>INSTRUCTIONS</p> <ol style="list-style-type: none">1. UNLESS OTHERWISE PROVIDED BY REGULATION IN YOUR STATE, FINGERPRINTS ARE TO BE SUBMITTED DIRECTLY TO FBI IDENTIFICATION DIVISION FORWARD IMMEDIATELY FOR MOST EFFECTIVE SERVICE.2. FINGERPRINTS SHOULD BE SUBMITTED BY <u>ARRESTING AGENCY ONLY</u> (MULTIPLE PRINTS ON SAME CHARGE SHOULD NOT BE SUBMITTED BY OTHER AGENCIES SUCH AS JAILS RECEIVING AGENCIES ETC.) REQUESTS COPIES OF FBI IDENTIFICATION RECORD FOR ALL OTHER INTERESTED AGENCIES IN BLOCK BELOW. GIVE COMPLETE MAILING ADDRESS INCLUDING ZIP CODE.3. TYPE OR PRINT ALL INFORMATION.4. NOTE AMPUTATIONS IN PROPER FINGER BLOCKS.5. LIST FINAL DISPOSITION IN BLOCK ON FRONT SIDE. IF NOT NOW AVAILABLE, SUBMIT LATER ON FBI FORM 8-84 FOR COMPLETION OF RECORD. IF FINAL DISPOSITION NOT AVAILABLE, SHOW PRE-TRIAL OR ARRESTING AGENCY DISPOSITION e.g., RELEASED NO FORMAL CHARGE, BAIL, TURNED OVER TO, IN THE ARREST DISPOSITION BLOCK PROVIDED ON THIS SIDE.6. MAKE CERTAIN ALL IMPRESSIONS ARE LEGIBLE, FULLY ROLLED AND CLASSIFIABLE.7. CAUTION - CHECK BOX ON FRONT IF CAUTION STATEMENT INDICATED. BASIS FOR CAUTION (ICO) MUST GIVE REASON FOR CAUTION. e.g., ARMED AND DANGEROUS, SUICIDAL, ETC.8. MISCELLANEOUS NUMBER (AMNU) - SHOULD INCLUDE SUCH NUMBERS AS MILITARY SERVICE, PASSPORT AND/OR VETERANS ADMINISTRATION (IDENTIFY TYPE OF NUMBER).9. PROVIDE STATUTE CITATION, IDENTIFYING SPECIFIC STATUTE (example - PL for PENAL LAW) AND CRIMINAL CODE CITATION INCLUDING ANY SUB-SECTIONS.10. ALL INFORMATION REQUESTED IS ESSENTIAL.11. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
<p>IF ARREST FINGERPRINTS SENT FBI PREVIOUSLY AND FBI NO. UNKNOWN, FURNISH ARREST NO. _____ DATE _____</p> <p>DATA ON PRIOR ARREST ONLY</p>	
<p>STATUTE CITATION (SEE INSTRUCTIONS NO. 9) <u>CIT</u></p> <ol style="list-style-type: none">1. SHOW SEPARATE CITATION OR PENAL CODE NUMBER2. FOR EACH CHARGE PLACED ON FRONT SIDE.3.	
<p>ARREST DISPOSITION (SEE INSTRUCTION NO. 5) <u>ADN</u></p> <p>E.G. HELD FOR GRAND JURY IF DISPOSITION IS FINAL, ENTER ON FACE OF CARD. ENTER PENDING OR TEMPORARY DISPOSITION HERE.</p>	
<p>EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO.</p> <p>USEFUL FOR FOLLOWUP INVESTIGATION</p>	
<p>OCCUPATION</p> <p>A GOOD INVESTIGATIVE LEAD</p>	
<p>RESIDENCE OF PERSON FINGERPRINTED</p> <p>MAY BE VALUABLE IN SUBSEQUENT FUGITIVE INVESTIGATION.</p>	
<p>SCARS, MARKS, TATTOOS, AND AMPUTATIONS <u>SMT</u></p> <p>FINGER, HAND, AND ARM AMPUTATIONS SHOULD ALSO BE NOTED IN APPROPRIATE FINGER BLOCKS ON FRONT SIDE.</p>	
<p>FOR CAUTION <u>ICO</u></p> <p>E.G. ARMED AND DANGEROUS - SUICIDAL TENDENCIES</p>	
<p>DATE OF OFFENSE <u>DOO</u> SKIN TONE <u>SKN</u></p> <p>IF KNOWN E.G. LIGHT</p>	
<p>DISC. NO. <u>AMNU</u> 38-98-49-300 SELECTIVE SERVICE</p> <p>IDENTIFY TYPE OF NUMBER NO</p>	
<p>ADDITIONAL INFORMATION</p>	<p>REPLY DESIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NOT CHECKED, RESPONSE WILL BE SENT.</p> <p>REPLY WILL BE SENT IN ALL CASES IF SUBJECT FOUND TO BE WANTED.</p> <p>IF COLLECT WIRE OR COLLECT TELEPHONE REPLY DESIRED. DO NOT CHECK UNLESS WILLING TO INDICATE HERE. (WIRE SENT ON ALL UNKNOWN DECEASED) ACCEPT COLLECT CHARGES</p> <p>WIRE REPLY <input type="checkbox"/> TELEPHONE REPLY <input type="checkbox"/> TELEPHONE NO. AND AREA CODE _____</p> <p>SEND COPY TO NAME <u>DBI</u> NUMBER AND ADDRESS _____</p> <p>INDICATE ANY ADDITIONAL COPIES TO OTHER AGENCIES IN THIS SPACE. GIVE THEIR COMPLETE MAILING ADDRESS, ZIP CODE & ORI NUMBER</p> <p>LEAVE BLANK</p> <p>FOR FBI USE</p> <p>U.S.G.P.O. 1989-172-723</p>

FD-249 (REV. 12-29-82)

FD-249
APPENDIX M
Enclosure (1)

M-6

Requisition for Ordering Identification Supplies
1-178 (Rev. 2-15-89)

(Use for ordering supplies from the FBI
Identification Division)

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To: Federal Bureau of Investigation Identification Division Washington D. C. 20537-9700		Date
Please furnish the following:		
Form Number	Description	Quantity
FD-249	Arrest and Institution Fingerprint Cards	
FD-258	Applicant Fingerprint Cards	
FD-353	Personal Identification Fingerprint Cards	
	Envelopes 8 3/4 x 8 3/4" Self-addressed to FBI Ident. Div.	
R-84	Final Disposition Report Forms	
I-12	Wanted Notice Forms	
<p>NOTE: Please check your stock of all supplies and order minimum of six months' requirements.</p> <p>Allow sufficient time for shipment ORI number must be furnished.</p>		<p>ORI Number _____</p> <p>Agency _____</p> <p>Street or P.O. No. _____</p> <p>City & State _____</p> <p>Zip Code Number _____</p>
		FBI/DOJ

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(3) Convicted of an offense that carries a possible, repeat possible, sentence to confinement of 1 year or more.

c. Forms. The following forms will be used and are ordered from the FBI:

(1) FD-249 Fingerprint Card, with red ink: To be completed, with criminal charges, only after the prisoner has been adjudged; FD-258, which states APPLICANT in upper left corner and has blue ink, is not to be used.

(2) FD-1-178, Requisition for Ordering Identification Supplies: Used to order supplies from the FBI Identification Division.

d. Disposition of Forms

(1) FD-249 is to be mailed by the Brig directly to:

Federal Bureau of Investigation
Identification Division
10th and Pennsylvania Ave., N. W.
Washington, D. C. 20537-9700

(2) Do not mail this form to CHNAVPERS (Pers-84).

(3) FD-249 will be forwarded only after a sentence is adjudged.

(4) The Brig will place its name in the block "State Usage" on FD-249.

(5) The Brig will retain a copy of each form.

e. Training. Staff shall be trained in fingerprinting before being assigned to the function. Training may be obtained from the station security or local law enforcement offices.

f. Form Completion Instructions

(1) Instructions on how to complete each form are found printed on the forms supplied by the FBI. Ensure information on charges is included.

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(2) Brig Identification. The Navy's Organization Requisition Identification (ORI) number is USNDC0100 and must be included on FD-1-178 to ensure preprinting on each batch of cards ordered from the FBI.

(3) Only certain UCMJ charges are reportable offenses and they shall be reported in the charge block of FD-249 as indicated on page M-4. If the offense does not appear on page M-4, do not report the charge to the FBI.

g. Inkless Fingerprints. If inkless fingerprinting is to be done, use cards from IDENTIFICATOR DIGIT 10 or DACTEK. Have the company preprint the cards, or use labels, or type individually.